



KANSAS WIC POLICY MEMORANDUM

KANSAS-WIC-P-2013-09

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: August 19, 2013

RE: Revised Training Policies

Revised Training Policies

As announced in I-Memo 2013-9 (June) Kansas WIC training is being revised. The following two policies have been revised and placed on the website:

- [ADM 11.00.00 Local Agency Staff Training-New Employees](#) and
- [ADM 11.01.00 Local Agency Staff Training-Ongoing Training](#).

The new process involves revisions for new employee training to:

- Use .NET for new employee KWIC training,
- Start to use Kansas TRAIN for some of the training.
- Shorten the training process to get KWIC security clearance (See [Level 1 Completion Sheet](#)), and
- Allow other required training to be completed after obtaining KWIC clearance, but generally within three months. (See [Level 2 Completion Sheet](#).) Level 2 modules are still being revised and are posted to the Training page as completed.

We've also organized other, on-going training to be in levels as described in the training policies.

These are interim training procedures. The goal is to have all the training accessed through Kansas TRAIN to streamline the process and allow for completion to be fully documented in TRAIN.

Remember, the Training page of the Kansas WIC website is http://www.kansaswic.org/local_agencies/training.html.

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ACTION REQUIRED: Read both revised policies and use for training. Supervisors should continue to use wicstaffchange@kdheks.gov to notify the State Agency of new employee training and KWIC security needs (or telephone 785-296-1320). Direct specific training questions to Patrice Thomsen at pthomsen@kdheks.gov or (785) 296-1189.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

Enclosures: